Finance Department - H0047 Baseline Standards FY 2019

		Responsible Per	rson(s) (Name/Title)
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)
	RTMENTAL POLICIES & PROCEDURES / BASELINE	(Linguisu)	Secondary (opinional)
	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is		Anesia Lamont, Department Business
	current.	Dr. Praveen Kumar, Dept Chair	Manager
2	Updating the Baseline Standards Form.	Anesia Lamont, Department	Sara Brown, Executive Director,
		Business Manager	Business Operations
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
	Ta		
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst	Sara Brown, Executive Director,
2		2	Business Operations
2	Reviewing cost center verifications.	Anesia Lamont, Department	IZI - 1 N
2	A	Business Manager Sara Brown, Executive Director,	Khanh Nguyen, Financial Analyst 2
3	Approving cost center verifications.		Whenh Neuven Einensiel Analyst 2
4	F	Business Operations Anesia Lamont, Department	Khanh Nguyen, Financial Analyst 2 Sara Brown, Executive Director,
4	Ensuring all cost centers are verified/approved on a timely basis.	Business Manager	Business Operations
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS	Busiliess Mallager	Business Operations
THINAIN	CIAL REPORTING - EAFENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.		Anesia Lamont, Department Business
1	The same was a second of parental decaments.	Ieshia Deal, Office Coordinator	Manager
2	Ensuring the validity of travel and expense reimbursements.	,	Anesia Lamont, Department Business
		Ieshia Deal, Office Coordinator	Manager
3	Ensuring that goods and services are received and that timely		Anesia Lamont, Department Business
	payment is made.	Ieshia Deal, Office Coordinator	Manager
4	Ensuring correct account coding on purchases documents.	Anesia Lamont, Department	Anesia Lamont, Department Business
		Business Manager	Manager
5	Primary contact for inquiries to expenditure transactions.	Anesia Lamont, Department	Terrolyn Gunter, Assistant Business
		Business Manager	Administrator
PAYRO	OLL / HUMAN RESOURCES		
-	In		
1	Ensuring all bi-weekly reported time and leave are approved		
	before the deadlines set by Payroll, so that the correct hours are		Anesia Lamont, Department Business
2	recorded and paid on each bi-weekly paycheck.	Ieshia Deal, Office Coordinator	Manager
2	Ensuring all monthly leave is recorded and approved before the	Anesia Lamont, Department	
2	deadlines set by Payroll.	Business Manager	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and	Anesia Lamont, Department	
		Business Manager	
4	final payroll verification reports. Completing termination clearance procedures.	Anesia Lamont, Department	
+	Completing termination cicaratice procedures.	Business Manager	
5	Ensuring terminated employees are no longer charged to	Anesia Lamont, Department	
	departmental cost centers.	Business Manager	
6	Maintaining departmental Personnel files.		Alejandra Rodriguez, Assistant
			Business Administrator-Admin Lilia
		Anesia Lamont, Department	Canas, Faculty Affairs Manger
		Business Manager	(Faculty)
7	Ensuring valid authorization of new hires.		Alejandra Rodriguez, Assistant
			Business Administrator-Admin Lilia
		Anesia Lamont, Department	Canas, Faculty Affairs Manger
		Business Manager	(Faculty)

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		Responsible Person(s) (Name/Title)		
Description of Responsibility		Primary (Required)	Secondary (Optional)	
8	Ensuring valid authorization of changes in compensation rates.	Alejandra Rodriguez, Assistant	Melissa Niles, College Business	
		Business Administrator-Admin	Administrator	
9	Ensuring the accurate input of changes to the HR System.	Anesia Lamont, Department	Melissa Niles, College Business	
		Business Manager	Administrator	
10	Consistent and efficient responses to inquiries.	Anesia Lamont, Department	Melissa Niles, College Business	
		Business Manager	Administrator	
CASH	HANDLING	Ţ.		
1	Collecting cash, checks, etc.	Terrolyn Gunter, Assistant	Andrew Nguyen - Financial Assistant	
		Business Admin - Finance	П	
	D 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		T 1 C . A . A . A . B	
2	Reconciling cash, checks, etc. to receipts.	Andrew Nguyen - Financial	Terrolyn Gunter, Assistant Business	
		Assistant II	Administrator	
3	Preparing deposits.	Andrew Nguyen - Financial	Terrolyn Gunter, Assistant Business	
		Assistant II	Administrator	
4	Preparing Journal Entries.	Andrew Nguyen - Financial	Terrolyn Gunter, Assistant Business	
		Assistant II	Administrator	
5	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen, Financial Analyst	Terrolyn Gunter, Assistant Business	
		2	Administrator	
6	Adequacy of physical safeguards of cash receipts and	Terrolyn Gunter, Assistant	Andrew Nguyen - Financial Assistant	
Ü	equivalent.	Business Administrator	II	
7	Secure deposits via UHDPS to Student Financial Services.	Andrew Nguyen - Financial	Terrolyn Gunter, Assistant Business	
,	Secure deposits via OTIDI 5 to Student Financial Services.	Assistant II	Administrator	
0	Farming describe and seed of the state of th	Terrolyn Gunter, Assistant		
8	Ensuring deposits are made timely.	•	Andrew Nguyen - Financial Assistant	
		Business Administrator	II	
9	Ensuring all employees who handle cash have completed Cash		Sara Brown, Executive Director,	
	Security Procedures or Cash Deposit and Security Procedures	Terrolyn Gunter, Assistant	Business Operations	
	training.	Business Administrator		
10	Updating Cash Handling Procedures as needed.	Terrolyn Gunter, Assistant	Sara Brown, Executive Director,	
		Business Administrator	Business Operations	
11	Distribution of Cash Handling Procedures to employees who	Terrolyn Gunter, Assistant	Sara Brown, Executive Director,	
	handle cash.	Business Administrator	Business Operations	
12	Consistent and efficient responses to inquiries.	Anesia Lamont, Department		
		Business Manager	Ieshia Deal, Office Coordinator	
PETTY	CASH		,	
1	Preparing petty cash disbursements.			
		N/A	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.			
		N/A	N/A	
3	Ensuring petty cash disbursements are made for only			
	authorized purposes.	N/A	N/A	
4	Approving petty cash disbursements.	,,		
•		N/A	N/A	
5	Replenishing the petty cash fund timely.	17/11	1 1/1 2	
	repremising the petty cash fund timery.	N/A	N/A	
	Emproving the metty cook for disk-large 1 . C	1N/ A	IV/A	
6	Ensuring the petty cash fund is balanced after each	27/4	27/4	
~~~	disbursement.	N/A	N/A	
CONTI	RACT ADMINISTRATION			
			N/A	

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	ГІ.	2019	( ) ( ) ( ) ( ) ( ) ( )
	Responsible Person(s) (Name/Title)		
	ption of Responsibility	Primary (Required)	Secondary (Optional)
1	Ensuring departmental personnel comply with contract	Anesia Lamont, Department	
	administration policies/procedures.	Business Manager	
PROPE	ERTY MANAGEMENT		
1	Performing the annual inventory.		Anesia Lamont, Department Business
		Ieshia Deal, Office Coordinator	Manager
2	Ensuring the annual inventory was completed correctly.	Ieshia Deal, Office Coordinator	Anesia Lamont, Department Business Manager
3	Tagging equipment.	Ieshia Deal, Office Coordinator	Anesia Lamont, Department Business Manager
4	Approving requests for removal of equipment from campus.	Anesia Lamont, Department Business Manager	Terrolyn Gunter, Assistant Business Administrator
DISCL	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Melissa Niles, College Business	Sara Brown, Executive Director,
	annual Related Party disclosure statement online.	Administrator	Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and	Melissa Niles, College Business	Sara Brown, Executive Director,
	staff complete the Consulting disclosure statement online.	Administrator	Business Operations
3	Ensuring that all Principal and Co-Principal Investigators		
	complete the annual Conflict of Interest disclosure statement	Melissa Niles, College Business	Sara Brown, Executive Director,
	for the Division of Research.	Administrator	Business Operations
ACCOI	UNTS RECEIVABLE	Administrator	Business Operations
71CCO	ONIS RECEIVABLE		
1	Extending of credit.	NY/A	27/1
_		N/A	N/A
2	Billing.	N/A	N/A
3	Collection.		
_		N/A	N/A
4	Recording.	NT/A	NI/A
_	Manitanina analitantan 1-1	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	1771	1771
	rippioving write ons.	N/A	N/A
NEGA'	TIVE BALANCES	2	-
1	Ensuring that all fund groups for each Dept ID have positive		Sara Brown, Executive Director,
	fund equity at year-end.	Khanh Nguyen, Financial Analyst	Business Operations
2	Ensuring that research expenditures are covered by funds from	<u> </u>	Sara Brown, Executive Director,
	sponsors.	Khanh Nguyen, Financial Analyst	Business Operations
DEPAF	RTMENTAL COMPUTING	Ţ,	•
1	Management of the departments' information technology	Charles Morgan, Director of	
1		Information Technology	Hina Khan, Systems Analyst 3
2	resources.	Charles Morgan, Director of	Tima Khan, Systems Alialyst 5
2	Ensuring that critical data back up occurs.	_	Hina Khan Systems Analyst 2
		Information Technology	Hina Khan, Systems Analyst 3
3	Ensuring that procedures such as password controls are	Charles Morgan, Director of	W 771 G
	followed.	Information Technology	Hina Khan, Systems Analyst 3
4	Reporting of suspected security violations.	Charles Morgan, Director of	
		Information Technology	Hina Khan, Systems Analyst 3

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